



Provider access policy statement

Approved by:	Charlotte Gaffigan	Date: 25.01.22
Last reviewed on:	January 2022	
Next review due by:	January 2023	

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 11 at Southgate School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events.
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Charlotte Gaffigan, Assistant Headteacher and Careers Lead.

Telephone: 01484 504 544

Email: careers@southgateschool.co.uk

Local providers are invited to key relevant events that are held at Southgate School. When holding a Year 11 parents evening we would, for example, invite apprenticeship providers, colleges and post 16 provision or other relevant groups to attend. We encourage other providers who are interested in coming into school to contact Charlotte Gaffigan to identify the most suitable opportunity.

4.2 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to supply appropriate information for students and their parents. The school offers a number of opportunities for pupils and their parents to find out about the world of work, careers, education and training beyond Southgate.

Our provision includes various opportunities for students to access a range of events. These are integrated into Southgate's careers curriculum as well as hosting or attending one off events that provide such opportunities.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.		Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.
YEAR 9	C+K Careers advisor attend priority EHCP reviews. Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.	C+K Careers advisor attend priority EHCP reviews.	C+K Careers advisor attend priority EHCP reviews. Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.
YEAR 10	C+K Careers advisor attend priority EHCP reviews. Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.	C+K Careers advisor attend priority EHCP reviews. Support to organise visits to post 16 provisions with pupils/parents as appropriate.	C+K Careers advisor attend priority EHCP reviews. Support to organise visits to post 16 provisions with pupils/parents as appropriate. Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	<p>C+K Careers advisor attend priority EHCP reviews.</p> <p>Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.</p> <p>Individual Careers advisor appointment (as appropriate)</p> <p>Careers advisor provides individuals with written careers summary.</p>	<p>C+K Careers advisor attend priority EHCP reviews.</p> <p>Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.</p> <p>Support with College applications and interviews.</p> <p>Individual Careers advisor appointment (as appropriate.)</p> <p>Careers advisor provides individuals with written careers summary.</p>	<p>C+K Careers advisor attend priority EHCP reviews.</p> <p>Parents Evening – access to post 16 providers, CK Careers and other appropriate providers.</p> <p>Support with College applications and interviews.</p> <p>Individual Careers advisor appointment (as appropriate)</p> <p>Careers advisor provides individuals with written careers summary.</p> <p>Post 16 taster sessions and transition.</p>

Please speak to our Charlotte Gaffigan to identify the most suitable opportunity for you.

These events will run in line with our school's COVID-19 safety measures, and will depend on national restrictions at the time.

4.3 Granting and refusing access

- Safeguarding – If the DSL deems it not safe or appropriate.
- Health and Safety – the provider must adhere to Southgate's health and safety requirements.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Once visits have been agreed, Southgate will provide appropriate facilities to support the visit, along with any equipment requested by the provider, where it is available. Sessions can be held within classrooms, in smaller groups or on an individual, personalised basis as appropriate.

5. Links to other policies

- Safeguarding/child protection policy

- Careers guidance policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Charlotte Gaffigan (Assistant Headteacher.)

This policy will be reviewed by Charlotte Gaffigan (Assistant Headteacher) on an annual basis.

At every review, the policy will be approved by the governing board.

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